



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene  
6 Saint Paul Street, Suite 1301 • Baltimore, Maryland 21202

Parris N. Glendening, Governor - Georges C. Benjamin, M.D., Secretary

Office of Food Protection and Consumer Health Services

Alan L. Taylor, R.S., Director

### **Food Establishment Plan Review Submittals**

Maryland Health-General Code Annotated, §21-321, requires that properly prepared plans be submitted to this Office and the plans approved, before a person constructs a food establishment, remodels or alters a food establishment, or converts or remodels an existing building for use as a food establishment.

Based on our present understanding of your proposed operation, the following circled information must be included in plans submitted to this Office.

1. A drawing in horizontal section of the proposed facility drawn to scale (1/8 or 1/4" per foot). This drawing must identify the separate work areas and the location of all food equipment.
2. A description of the building's construction type, such as wood frame, masonry, metal siding on steel, or concrete tilt-up construction.
3. A complete list of the proposed food equipment. The separate equipment items must be numbered in the list, and the corresponding number assigned to the item on the drawing in horizontal section so as to allow easy identification.
4. A finish schedule that includes the material of construction of the walls, floors, and ceilings of all areas.
5. A plumbing layout and/or riser diagram which indicates the proposed location of all fixtures such as hand sinks, toilets, utility sinks, floor drains, floor sinks, hose stations, hub drains, and backflow preventers.
6. The method of sewage disposal and the source of potable water.
7. A detailed description of the proposed ventilation system. The system must ensure adequate air exchange, ventilation, and air balance. Information on kitchen hood systems must include documentation of listings such as NSF-2, UL-710, and NFPA-96, and must list exhaust and supply air volumes.

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8. The specifications of all the proposed food equipment to include documentation of applicable listings such as NSF, BISSC, UL, CRMA, and 3A standards.
9. An Operations Manual or Standard Operating Procedures that address manufacturing practices, employee training and plant sanitation.
10. A lighting schedule.
11. The methods and facilities for trash storage and disposal.
12. For a proposed food service facility, the information necessary for a **Priority Assessment**. This information is listed on the enclosed **Guideline for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan**. For a facility that this Department classifies as a **High or Moderate Priority**, a complete **HACCP Plan** must be submitted.
13. For a proposed food processing plant, a detailed description of all planned food processes. Ingredient source and receiving, processing steps (mixing, cooking, cooling, packaging, etc.), labeling, and transportation must be described. A product flow chart and HACCP evaluation may be required for certain facilities.

Submit this information to the Office of Food Protection and Consumer Health Services, Division of Food Control, at 6 St. Paul Street, Suite 1301, Baltimore, Maryland 21202. You are advised that additional information may be required based on future findings. There is no fee for the plan review.

A copy of the regulation to which you must comply and a list of "plan review notes" have been enclosed for your use. If you have any questions regarding these requirements, please call this Office at (410) 767-8400.

#### **List of Acronyms**

<b>BISSC</b>	Baking Industry Sanitation Standard Committee
<b>CRMA</b>	Commercial Refrigerator Manufacturers Association
<b>HACCP</b>	Hazard Analysis Critical Control Point
<b>NAMA</b>	National Automatic Merchandizing Association
<b>NSF</b>	National Sanitation Foundation
<b>UL</b>	Underwriters Laboratories



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#### PROCESSING PLANT PLAN REVIEW GENERAL NOTES

1. Floors shall be impervious, smooth, and easily cleanable.
2. Floor drains when provided for cleaning, shall be installed at the rate of one drain for each 400 square feet of floor space. Floor grade to the floor drains shall be 1/8 to 1/4 inch per foot.
3. Stairs in or adjacent to food processing areas shall be constructed with solid treads and closed risers with side curbs.
4. The walls and ceiling in processing and cold storage rooms shall be smooth, easily cleanable, non-absorbent, free of cracks, crevices, and open joints.
5. Exposed overhead machinery, pipes, ductwork, and other fixtures which hinder cleaning and which may create insanitary conditions, shall be minimized, and are not permitted directly above food processing.
6. The ceiling of a processing area which is adjacent to a storage area shall extend beyond the processing area into the storage area a distance equal to one-third the height of the ceiling.
7. The juncture between the walls and floors in processing and utensil washing areas must be coved and impervious to water.
8. All wood surfaces shall be coated with a material that, once dry, provides a smooth, impervious, and non-toxic surface.
9. All exposed piping, conduit, and similiar construction which is located on a wall must be spaced 3/4 inch from the wall or else sealed to the wall for ease of cleaning.
10. A minimum of 15 foot candles of light must be provided to all working surfaces in processing areas. In restrooms and food storage areas at least 10 foot candles of light as measured 30 inches off the floor shall be provided.

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11. Food equipment must conform to the Code of Maryland Regulations (COMAR) 10.15.04. Food contact surfaces must meet the following criteria;
  - A. Smooth and non-porous;
  - B. Inert to food, having no substance that migrates to food, or which can be absorbed by food, such that the food is adulterated;
  - C. Visible to inspection or readily disassembled for inspection;
  - D. Accessible for cleaning or readily disassembled for cleaning; and,
  - E. Interior surfaces must be self-draining or emptying.
12. Ventilation hoods shall be provided over cooking equipment where necessary to prevent the accumulation of excessive grease, heat, steam, smoke, or obnoxious odors.
13. Grease hoods must comply with the National Fire Prevention Association Standard 96.
14. Proper drinking water facilities are required in food and drink processing plants.
15. Stationary piping must provide potable hot water and a minimum of 20 pounds of pressure where washing of surfaces and utensils is conducted.
16. Hangers must be provided for all hoses. If a hose remains attached while not being used for cleaning, a pressure type backflow preventer must be installed in the water line to the hose fixture.
17. Toilet rooms must exhaust air to the outside. When mechanical ventilation is used, a minimum of 2 cubic feet of air per minute for each square foot of floor space must be exhausted.
18. Exterior doors and restroom doors shall be provided self-closing devices.
19. When mechanical ventilation is used in a toilet room, louvers shall be provided in the door or a space left under the door to allow for make-up air.
20. Handwashing facilities shall be provided in each area where food or drink is processed or utensils are cleaned. If over 25 employees work in a given area, additional handwashing facilities are required.
21. A multi-compartment sink is required to wash, rinse, and when necessary sanitize all manufacturing utensils.

22. A label shall be placed on all processed food offered for sale in packaged form. The label must contain the information required in the Code of Maryland Regulations and the Code of Federal Regulations.
23. Food establishments shall be separated from living quarters by solid impervious floors, walls, and ceilings with no connecting openings.
24. All food and drink and food and drink materials shall be protected at all times. Food in storage must be protected from dust, flies, vermin, depredation, rodents, overhead leakage, unnecessary handling, and all other contamination.
25. Adequate measures shall be taken to build out rodents, birds, and insects. Effective controls shall be taken to control rodents and vermin in and around food processing establishments. All dock levelers must be made rodent-tight within 1/4 inch. All louvered openings into the building must be protected with screening having a minimum 16 mesh per inch.
26. Outside air intakes for mechanical ventilation systems shall be equipped with effective replaceable air filters to prevent the entrance of airborne contaminants. Intakes must be located away from exhaust outlets or other contamination sources.
27. An accurate indicating thermometer must be present outside the entrance of a refrigerated room.
28. Wholesale frozen rooms shall be equipped with a recording thermometer and the thermometer charts must be kept on file and available for inspection for one year. As an alternative, temperatures may be manually recorded every 6 hours and the record maintained for one year.
29. Food in storage shall be elevated at least 10 inches from the floor and located away from walls to allow for cleaning and rodent control.
30. Food materials must be moved from the loading dock to a proper storage area in a expeditious manner.
31. Adequate locker space shall be provided for employee clothing and other personal belongings and the space must be located outside the processing area.
32. Liquid waste from the processing of foods shall not be discharged into the waters of the State unless the discharge and associated treatment is approved by the Maryland Department of the Environment.

33. Frozen food processing plants must comply with the applicable regulations in COMAR 10.15.04 for the preparation and freezing of the following specific categories of foods:

Type I      Raw vegetables and fruits  
Type II     Raw meats and related foods  
Type III    Pre-cooked or ready-to-eat foods

34. Vehicles used to transport frozen foods shall:

- A. Maintain air and product temperature at 0° F or lower by use of a combination of insulation and mechanical refrigeration;
- B. Be equipped with a dial thermometer located outside the truck which monitors the temperature within the refrigerated space.
- C. Be equipped with door flaps, curtains, port doors or other mechanism to ensure that the proper temperature is maintained.

35. Potentially hazardous bakery products, if stored or displayed without refrigeration, shall:

- A. Be manufactured at a bakery employing good manufacturing practices as set forth in the Code of Federal Regulations;
- B. Bake the product so that the internal product temperature reaches +180° F.;
- C. Be packaged in a manner to prevent product contamination; and,
- D. Bear a sell-by date not to exceed 3 days.



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## NOTICE

**A SET OF PLANS BEARING THE STAMPED APPROVAL OF THE DIVISION OF FOOD CONTROL, MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE, MUST BE KEPT AT THE CONSTRUCTION SITE DURING ALL PHASES OF CONSTRUCTION AND MUST BE ACCESSIBLE DURING THE PRE-OPENING INSPECTION. THE PRE-OPENING INSPECTION WILL NOT BE CONDUCTED IF THE PLANS ARE NOT AVAILABLE TO THE SANITARIAN.**

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## Prospective Smoked Fish Processors

In addition to the information required in the attached plan submittal guidelines, the following requirements apply:

1. In the description of your food processing steps you must specify the factors that are critical to the safety of the finished product such as minimum brine time, minimum salt concentration, minimum brine to fish ratio, maximum fish thickness, cook temperature and time, and final internal temperature of the fish after cooking;
2. A sample of your finished product that has been manufactured in strict accordance to your process must be submitted to a food laboratory for testing for pH, water activity ( $A_w$ ), % salt, % moisture, and water phase salt concentration;
3. A report from a food laboratory or food process authority must be submitted which provides a scheduled process and verifies the ability of the process to consistently produce safe food; and
4. You must conduct a hazard analysis and prepare and submit a Hazard Analysis Critical Control Point (HACCP) plan to this Office pursuant to the State and federal seafood HACCP regulations. A person at the business must attend a seafood HACCP course. This course is offered by Mr. Tom Rippen, Seafood Specialist, Cooperative Extension Service, University of Maryland Eastern Shore. Mr. Rippen may be reached at (410) 651-6636.





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Date:

To:

RE:

We are in receipt of the proposed plans for the above referenced facility. Upon initial examination we have identified that:

\_\_\_\_\_ The plan review submittal appears to be complete and will be reviewed as quickly as possible.

\_\_\_\_\_ The plan review submittal is missing the circled items on the attached Food Establishment Plan Review Submittal Form. These items must be submitted to this Office before the plan review process can be completed.

Please call (410) 767-8400 if there are questions.

Sincerely,

cc. County Health Department

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## MAUFACTURING, PACKAGING, AND STORING OF VINEGAR AND HERB PRODUCTS

Those persons that propose to produce vinegar and herb products, or manufacture similiar foods bottled in vinegar, must comply with the following, and must submit information which documents the compliance to the Division of Food Control, Maryland Department of Health and Mental Hygiene:

1. The manufacture, packaging, and storing operations must take place in a facility licensed by the Department of Health and Mental Hygiene;
2. The equilibrated pH of the product, as manufactured using a known and repeatable process, must be determined by a bona-fide testing laboratory using procedures cited in the Code of Federal Regulations 21 CFR 114.90. The pH results must be submitted to the Department;
3. Only the processes which have been documented through analytical testing to result in a finished product which has an equilibrated pH of less than 4.6, may be used. Product that has a pH of 4.6 or higher may not be offered for human consumption;
4. Unless the proposed manufacturer is certified in acidified foods, and uses a process registered with the Food and Drug Administration, the only vinegar and herb or similiar foods that may be produced as non-perishable foods, are those that do not meet the definition of acidified foods as given in 21 CFR Part 114. Documentation must be submitted to the Department that specifies why the food is not an acidified food (ie, liquid to solid ratio), or that provides the required credentials of the processor and process;
5. The vinegar added should be at least 40 grain (4% acetic acid);
6. Aluminum shall not be used as a food contact material;
7. If the product is thermally processed, the time and temperature of the heating must be specified;
8. If the product is manufactured using a "hot fill", the product temperature at filling, and the time of the inverted hold, must be specified;
9. Production records for each batch must be kept that document adherence to the known and repeatable process. Suggested parameters include the weight of the solid and liquid fill components, the acetic acid concentration of the vinegar, fill temperature, and pH.
10. Containers must be rinsed or otherwise cleaned so as to remove dust, dirt, glass, metal, and all other foreign materials.

11. Have periodic sampling completed by a bona-fide food testing analytical laboratory.